

# **Iran Mercantile Exchange**

**Listing and Marketing Department**

**Commodity Listing Questionnaire**

**Form No. F203-02-01**

## Listing Questionnaire

This questionnaire has been prepared to consider the request for listing commodities in Iran Mercantile Exchange (IME). The entire parts and sections of the questionnaire shall be filled out based upon the latest information or the latest fiscal statement of the requesting company and shall be handed in along with other complementary documents. The topics of the questionnaire cover both the general and detailed information of the applicant.

**Explanation:** The items in the questionnaire, except for the ones in the prospectus, are deemed completely confidential and are utilized to solely be propounded and considered in the IME listing committee and for the compliance with commodity listing regulations.

### Part 1: General Questionnaire

1. **Commodity Name**
  - a. Commodity Name:
  - b. Commodity Usage and Target:
  
2. **Applicant's Data**
  - a. Company Name:
  - b. Registration Place/Year of Company:
  - c. Latest Registered Capital:
  - d. National Code and Registration Code:
  
3. **Company's Major Stockholders**

No.	Stockholders' Name	Number of Stockholders	Ownership Percentage
1.			
2.			
3.			
4.			
5.			

**\* Explanation:** Please just mention stockholders owning more than 10 percent of the total share in the table.

**4. Company's Managers**

- a. CEO:
- b. Name of Authorized Signatories:
- c. Name of Binding Documents Signatories:
- d. Members of the Board of Directors:

First and Last Name	Title

*\* Explanation: The company is obliged to notice IME of the latest amendments and changes to the company's board of directors combination and structure.*

**5. Company's Address**

The Headquarters:

No. .... First Street ..... Second Street .....

State: ..... Country: ..... Zip Code: .....

Tel: .....

Fax: .....

**6. Legal Remarks:**

6.1 Are the company's assets totally or partially deposited into the banks or other institutions accounts or not? If the response is affirmative, please name the funder and the relevant properties.

6.2 Have you ever been involved in any litigation of any kind at any time which can affect the procedures or continuation of the company's activities? If the response is affirmative, please specify details of the litigation, last status and its effects on company's activities.

### 7. Most Significant Trading Contracts

Please specify the most significant contracts relating to raw materials and selling commodities provision including the date and reference No. of the contract, contractors, the amount and term of the contract and etc. on a table format.

### 8. Programs to Develop and Enhance Production Capacity

Please specify the company's developmental plans including production capacity and line development.

## Part 2: Specific Questionnaire

### 1. Cost of goods manufactured over the last fiscal year in contrast to two previous years (separated to components: direct materials, direct labor and manufacturing overhead)

**\* Value in Million USD**

Description	Year (Last Fiscal Year)		Year .....		Year .....	
	Value	Percent	Value	Percent	Value	Percent
Raw Material						
Salary						
Overhead						
Sum		100%		100%		100%

### 2. Production Volume and Capacity (Over the Past Three Years)

**\* Volume in Tones**

Description	Year .....	Year .....	Year .....
Nominal Production Capacity			
Actual Production			
Deviation from Nominal Capacity			

*\* Explanation: Please mention the reasons in case of not achieving the nominal production capacity.*

### 3. Production volume and capacity in recent year and forecasts for the next year

**\* Volume in Tones**

Description	Recent Year		Next Year
	Up to now	By the end of the year	
Nominal Production Capacity			
The Actual Production			

### 4. Selling volume (over the past three years)

Selling	Product	Year .....		Year .....		Year .....	
		Volume	Value	Volume	Value	Volume	Value
Domestic							
	Sum						
Export							
	Sum						
<b>Total</b>							

*\* Explanation: Production and selling statistics must be prepared with no difference between production and selling volume. If there is any difference, please specify the selling amount separately.*

### 5. Major Raw Materials Data

- 5.1 The raw materials consumption and rate to produce commodities over the last three years and forecasts for the next year,
- 5.2 The list of major raw material resources separated to domestic and foreign resources accompanied by the percentage of provision to total purchased material by the company,
- 5.3 Regulatory, legal and technical restrictions affecting the price or the procedures of raw materials provision.

## 6. Product Brand and Marketing Information

6.1 The major customers separated to domestic and foreign customers accompanied by the percentage of received products to total supply by the company,

Supply Location	Supplier	Supply/Total Percent
Domestic		
Export		

## 7. Production line information

Number of production lines	
Periodic and annual maintenance schedule and duration of the overhaul	

## 8. Other Important Issues

8.1 explanation of other important issues not mentioned in other parts of the questionnaire

### Part 2: Additional documentation

The following is a list of additional documentation:

- Articles of Association
- Bank Capability Letter (BCL)
- Financial Statement Audit
- The Board of Directors Report to the Latest Annual General Assembly
- Company Foundation Notice Published in a Newspaper
- The Operation License Authenticated at the Iranian Embassy in that Country and Receiving the Approval or Affirmation
- Latest Notice on Company Binding Signatories Registered in Official Offices

**Managers Acknowledgement**

The items in this questionnaire have been reviewed by two directors of the company (a member of the board and the CEO) and thereby the accuracy of the provided information has been confirmed.

First and Last Name	Title	Signature

Date: .....

Company Seal:

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**Approvals by the Listing Advisor**

The items in the questionnaire are in compliance with the articles of association, the financial statements information, the board of directors reports, technical documents and product standards, and the provided information in the questionnaire and the above documents is free from any kind of contradictions.

Name of the Listing Advisory Company: .....

Address: .....

Tel: .....

Date:

The Listing Advisory Company CEO Signature and Seal: